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**ADDENDUM NO. 2  
(January 26, 2015)**

**RFQ No. 669  
Design Services for  
New K-5 IB Interdistrict Magnet School  
at 200 Strawberry Hill Avenue, Stamford, CT**

Addendum No. 2 is being issued to all potential proposers to provide clarification, responses to inquiries received and the following information:

**Proposer Site Walk-Through Questions**

1. The schematic design provided in the RFQ was done to what level?

*Answer:* Very conceptual stage to determine spatial requirements within the confines of the existing buildings for a K-2 program. The preliminary review of spatial relations has been discussed with the local code officials.

2. Lou mentioned that the City may partially award for the first phase in May, 2015, why?

*Answer:* Until State funding has been secured, anticipated in July 2015, a contract award in advance of this is subject to local funding availability and may result in a partial award.

3. Is this RFQ applied to only the first phase of the project?

*Answer:* No. A firm and/or team are being selected based on the scope to perform all project phases. Refer to response to item 2 above.

4. Has the HazMat been tested?

*Answer:* The City received testing & inspection reports from the former property owner that were done several years ago. A full survey of all buildings has not

been performed on the property. This is part of the proposer's responsibilities as indicated in section 2.0.

### **Proposers' Inquiries**

1. What is the correct format to follow for the submission? Page 15 states "*Each copy of the proposer's submission shall contain the following three (3) sections: Section 1 Cover Letter, Section 2 Technical response, which includes qualifications and work plan, Section 3 References.*" Detailed content is then provided for each of the sections; however there are additional sections that follow that identify additional information required by the City as well. Beginning on pg. 16, 3.5, items are repeated that are already stipulated requirements in the Cover Letter, and Technical response sections. Are we required to add the criteria in sections 3.5 References, through 3.5.8 Appendices? Please identify the criteria required by the City of Stamford to adequately compare the submissions.

*Answer:* Section 3.0 RESPONSE INSTRUCTIONS is revised as indicated herein. The entire revised Section 3.0 is attached for ready reference. The proposer's submission shall contain the following four (4) sections:

- Cover Letter
- Technical Response
- References
- Proposal Response/Summary

2. If the City requires the respondents to provide information for Sections 3.5 to 3.5.8, please clarify the qualifying requirements regarding the proposer's previous experience with school projects. Section 2.1, Section 3.2, and Section 3.3 all specify different qualifying experience criteria. Please confirm which section to address.

*Answer:* Section 2.1 has been reduced to 2 public facilities with a value of \$30M each with the intent to show that a firm is handling multiple projects with an aggregate value of at least \$75M. See response to question 1 above in regards to the inquiry related to Section 3. The revised Section 2.1 is attached for ready reference.

3. The City requires resumes in Section 3.2 Cover Letter, as well as 3.3 Technical Response – does the City require the bidders to repeat this information in both sections?

*Answer:* No, the cover letter shall identify and outline the content of the response with detailed support in other sections.

4. In regards to the submission format, does the City require the submitters to follow the Proposal Response Format described in 3.5 as follows?

- ☐ 3.5.1 Summary
- ☐ 3.5.2 Project Scope (items in Section 2.0 through 2.12) firm to confirm services will be provided in accordance with the project description, deliverables, schedule, and OSF requirements
- ☐ 3.5.3 Project Management Plan
- ☐ 3.5.4 Project Staff
- ☐ 3.5.5 Experience and Capabilities
- ☐ 3.5.6 Corporate Financial Capabilities
- ☐ 3.5.7 References
- ☐ 3.6 Financial Supplement Format will be provided if short-listed

**Answer:** For clarity the format has been modified to include Section 3.5 as a 4<sup>th</sup> section in Section 3.1. The Revised Section 3.0 is attached as part of this addendum. Sections 3.5.6 and 3.6 Financial Capabilities / Financial Supplement Format are not required at the time of the 2/11 response.

5. At the walkthrough yesterday morning the desire was expressed to "not overinvest in Phase II construction", and the plan diagrams already prepared were described as having received approval from the local building official. As I have reviewed the Ed Spec for the project and the Phase II plan diagrams, however, it appears that none of the spaces meet that stated spatial requirements of the Ed Spec. All of the classrooms are quite undersized- this is certainly understandable given the structural constraints of the existing building. Is it the City's intention to build out Phase II in non-conformance with the Ed Spec?

**Answer:** The Educational Specification included as part of Appendix J controls permanent space not temporary spaces utilized during the Phase II occupancy. Refer to section 2.3.2 and the cover page where Appendix J is indicated.

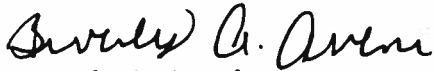
6. Under Section 2.1 Proposer Requirements, bullet 3 asks for "at least 3 public education facilities of a value of \$30M each in the last 5 years [2010–2014] w/ combined new/renovation construction projects that have been through the State OSF process." We would like clarification on 1) if the \$30M is construction or project value, and 2) if the phrase "completed" means completed construction or completion through the OSF process.

**Answer:** Refer to addendum response #2 above. For the purposes of this proposal response, the total dollar amounts refer to total project value completed through the State Office of School Facilities (OSF) that has received their approval for authorization to bid.

7. Under Section 3.0 Response Instructions, it would be our assumption that the RFQ response due on February 11 would include the three sections listed in 3.1, but would not include the information requested in Section 3.5 until AFTER a shortlist is created. Please confirm that our understanding is correct.

*Answer:* No, that is not correct. Please see responses above. Sections 3.5.6 and 3.6 are not required at the time of the 2/11 response. These 2 sections will only be required by those firms which have been shortlisted.

All other terms and conditions of RFQ No. 669 remain the same.



Beverly A. Aveni  
Purchasing Agent

Cc: Lou Casolo, City Engineer, Engineering Bureau  
Domenic Tramontozzi, Senior Construction Manager, Engineering Bureau  
Purchasing Department File

## **2.1 PROPOSER REQUIREMENTS**

- Proposers shall have completed projects similar in character, complexity, scope and size with the proposed staffing and sub consultants.
- Proposer shall have demonstrated abilities to adequately staff projects so that they can be completed in the allotted time.
- Proposer shall have completed at least 2 public education facilities of a value of \$30M each in the last 5 years with combined new/renovation construction projects that have been through the State Office of School Facilities process.
- Proposer shall have a LEED accredited professional as part of the team.
- Proposer shall be a licensed company in the State of Connecticut.
- Proposer shall have historic preservation and renovation expertise in accordance with that indicated in the professional qualification standards as stated in Appendix E, Archeology & Historic Preservation Secretary of the Interior's Standards and Guidelines and be knowledgeable to fulfill all Connecticut Environmental Policy Act (CEPA) requirements for this State funded project including fulfillment of all Section 106 processes should federal funds be utilized.

### **3.0 RESPONSE INSTRUCTIONS**

The proposing firm shall follow the guidelines given below to allow for the efficient evaluation and selection process.

#### **3.1 CONTENT AND FORMAT**

Each copy of the Proposer's submission shall contain the following sections:

- Cover Letter
- Technical Response, which includes qualifications and work plan
- References
- Proposal Response / Summary

The proposals must be bound in such a manner that any updates can be incorporated into the original proposal without much difficulty. The name of the firm(s) must appear on the outside front cover of each copy of the proposal.

##### **3.1.1 NUMBER OF COPIES**

**Ten (10) copies** of the three parts described above are to be submitted to the office contact specified in Section 1.8.

##### **3.1.2 PAGE NUMBERING**

Each page of the proposal must be numbered consecutively from the beginning of the proposal through all appended material.

##### **3.1.3 UPDATED RESPONSES**

In the case where there is a need for updating the submitted documents prior to the RFQ due date, the Proposer will be responsible for the insertion of updated pages in all submitted copies. All new or corrected pages must show the date of revision and indicate the portion of the page, which has been changed. This later requirement is to be met by drawing vertical lines down both margins of all affected pages.

##### **3.1.4 UNSOLICITED CHANGES**

The City of Stamford reserves the right to reject any unsolicited modifications or additions received between the dates of submission and short-listing of proposers' selection, including the substitution of sub-proposer or staff.

### **3.2 COVER LETTER**

The cover letter shall identify and outline the following:

- The corporation's name and address of the Proposer.
- Name, title and telephone number of the individual within the corporation who is authorized to commit the company to this contract.
- Contact information of the individual who the City of Stamford should contact regarding questions, and clarifications.
- The corporation name and address of all proposed sub-proposers.
- The relationship to any "parent" firm or subsidiary firm, with any of the parties concerned, must be clearly defined.
- The professional staff who would perform the work, including relevant qualifications, degree of understanding of the specific needs and requirements of a public school building project, and past experience in that field.
- Brief description of similar projects that the proposed design team has successfully recently completed.
- Each proposer shall provide certification of insurance in the types and amounts specified, within ten days of selection by the City.

Proposer shall also provide a statement specifying the following qualifications:

- Experience as an Architect/Engineer providing professional services for a minimum of ten (10) years.

- Experience as an Architect/Engineer providing professional services for an urban/suburban educational environment totaling more than \$75,000,000 in construction value within the last five (5) years.
- Experience with Archeology and Historic Preservations per professional qualifications standards indicated in Appendix E on multiple projects.
- Availability of professional staff to be able to work from an office within the area that would allow the assigned professionals to be available on a full time basis.
- High Performance Building Construction Standards project experience listing projects and design and performance criteria.
- Sub consultants experience and availability.

### **3.3 TECHNICAL RESPONSE (QUALIFICATIONS AND WORK PLAN)**

The technical response should contain, at a minimum, the following information:

- A listing of similar projects completed in the last five (5) years **by the proposed project team**.
- A listing of previous experience with State and Municipal agencies. In particular at least 2 school construction projects of \$30,000,000 or more that required environmental/regulatory and historical permitting and/or approvals for K-12 environment, renovations and OSF submittals.
- Firm's experience in understanding and designing historic preservation buildings.
- Submit a detailed statement including the organizational structure under which the firm proposes to conduct business.
- Identify and provide resumes for members of the proposed project team and sub-proposers.
- Demonstration on past performance with regard to meeting project time and budget guidelines, including change order value vs bid.
- Provide firm's brochure.
- Firm's experience in understanding and designing to meet the most recent State of Connecticut school security guidelines.
- Any other information that might assist the City of Stamford in the review of responses that best relate the firm's abilities such as current workload.

### **3.4 REFERENCES**

Provide references for the similar projects completed in the last five (5) years **by the proposed project team** noted in Sections 3.2 and 3.3. References should include contact's telephone as well as e-mail addresses.

### **3.5 PROPOSAL RESPONSE / SUMMARY**

#### **3.5.1 SUMMARY**

The summary should include significant features of proposal including the proposer's experience, and project team. It must include all background information related to the proposer's understanding of the requirements and procedures adopted by the City for successful completion of this project.

#### **3.5.2 PROJECT SCOPE**

The proposer shall address all items detailed in Sections 2.0 through Section 2.12.

#### **3.5.3 PROJECT MANAGEMENT PLAN**

The project management plan shall include sufficiently detailed information to identify the proposer's organization, responsibilities and internal reporting requirements. Where subcontractors are to be used, their names, qualifications, specific tasks and control elements must be specified, as well as the firm's control elements on subcontractor's performance.

Finally, the project management plan must show the relationship between this project and other corporate commitments, the provision for backup personnel and the total corporate resources potentially available to this project.

### **3.5.4 PROJECT STAFF**

A detailed resume must be included for each individual whom the proposer plans to assign or commit to the project. Where individual resumes for backup or non-assigned personnel are included, they must be clearly marked as "SECONDARY RESOURCES".

For each individual whom the proposer plans to assign to the project, the proposer must designate the individual's status such as full time regular employee, part time regular employee, consultant, etc., and must specify the number of years that the individual has been employed by the proposer.

The proposer shall include a separate list of sub-contractors that may be used, along with related costs, to prepare all documents for obtaining any permits and approvals which may be required for this project, i.e. traffic study, DOT, CEPA and/or Section 106, and DEEP permit applications, if it is determined that the project so requires. The cost for sub-contractors should be included in the percentage of construction cost.

### **3.5.5 EXPERIENCE AND CAPABILITIES**

This section should include detailed information regarding previous projects successfully completed by the proposer and general information related to offering organization to allow the Office of Operations to assess overall capabilities. The proposer must provide information regarding the following items related to past performance:

**History of the firm's experience in the design of a building infrastructure.**

**The firm's project experience with historical preservation.**

**History of contract performance.**

**History of labor relations.**

**Reliability of services.**

**Public interaction.**

The total number of full time employees and total number of professional employees in the offering organization should be specified. Do not include part time employees or consultants. In the event that subcontractors or partners are proposed, this information should be included for each.

### **3.5.6 CORPORATE FINANCIAL CAPABILITIES**

The proposers short-listed for interview should submit at that time an annual report for the previous year and banking references. In addition, if proposer plans to have the revenues from this contract assigned to any bank or other institution, the reason for such assignment must be specified and the assignee designated.

### **3.5.7 APPENDICES**

The proposer may provide any additional information that is deemed to be useful to the Office of Operations in evaluating the proposal in Appendices. Generally, this may include examples of prior work products and methods.

## **3.6 FINANCIAL SUPPLEMENT FORMAT**

The proposers short-listed for interview must submit a financial supplement, as part of the submission. It must contain the proposer's detailed cost of implementing the project. The estimated hours and other costs must be available to show clearly the resources that would be committed to each phase of the project. The estimated costs and fees included in the price proposal must also include a certification confirming that the estimated costs and fees will remain firm through the project. The selected proposer may be required to provide detailed information used to determine the overall fee as a condition of award. This supplement is not required at the time of the February 11<sup>th</sup> submission.



**END OF SECTION**